

TOWN OF KENNEBUNKPORT

APPLICATION FOR EMPLOYMENT

We consider all applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

(Please Print) mail completed application to: Human Resources, PO Box 566 Kennebunkport, ME 04046

Position (s) Applied For	Date of Application	
How did you learn about the position you are applying for?		
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend	<input type="checkbox"/> Walk-In
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative	<input type="checkbox"/> Other _____

Last Name	First Name	Middle Name			
Address	Number	Street	City	State	Zip Code
Telephone Number (s)	Driver's License State / Number / Class (If applying for a driving job.)		Social Security Number		

If you are under 18 years of age, can you provide required proof of your eligibility to work? ☐ Yes ☐ No

Have you ever filed an application with us before? ☐ Yes ☐ No

If Yes, give date _____

Have you ever been employed with us before? ☐ Yes ☐ No

If Yes, give date _____

Are you currently employed? ☐ Yes ☐ No

May we contact your present employer? ☐ Yes ☐ No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?
Proof of citizenship or immigration status will be required upon employment ☐ Yes ☐ No

On what date would you be available to work? _____

Are you available to work: ☐ Full Time ☐ Part Time ☐ Shift Work ☐ Temporary

Are you currently on "lay-off" status and subject to recall? ☐ Yes ☐ No

Can you travel if job requires it? ☐ Yes ☐ No

Have you ever been convicted of a felony within the last 7 years?
Conviction will not necessarily disqualify an applicant from employment ☐ Yes ☐ No

If yes, you will be asked to explain during the interview process.

Are you physically or otherwise unable to perform the duties of the job for which you are applying? ☐ Yes ☐ No

EDUCATION

	High School					Undergraduate College / University					Graduate / Professional
School Name & Location											
Level Completed	8	9	10	11	12	1	2	3	4	5	
Diploma / Degree											
Describe Course of Study											
Describe any specialized training, apprenticeship, skills and extra-curricular activities											
Describe any honors you have received											
State any additional information you feel may be helpful to us in considering you application											
<i>Indicate any foreign languages you can speak, read and / or write</i>											
	Fluent					Good					Fair
Speak											
Read											
Write											
<p style="text-align: center;">List professional, trade, business or civic activities and office held</p> <p style="text-align: center;"><i>You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, or handicap or other protected status:</i></p> <p>_____</p> <p>_____</p> <p>_____</p>											

REFERENCES

<p>Give name, address and telephone number of three references who are not related to you and are not previous employers.</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p>

Have you ever had any job-related training in the United States Military?

☐ Yes

☐ No

If yes, please describe _____

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status.

Employer		Dates Employed From To		Work Performed
Address				
Telephone Number		Hourly Rate/Salary Starting Final		
Job Title	Supervisor			
Reason For Leaving				
Employer		Dates Employed From To		Work Performed
Address				
Telephone Number		Hourly Rate/Salary Starting Final		
Job Title	Supervisor			
Reason For Leaving				
Employer		Dates Employed From To		Work Performed
Address				
Telephone Number		Hourly Rate/Salary Starting Final		
Job Title	Supervisor			
Reason For Leaving				

If you need additional space, please continue on a separate sheet of paper

Special Skills and Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview ☐ Yes ☐ No

Remarks _____

Interviewer

Date

Employed ☐ Yes ☐ No Date of Employment _____

Job Title _____ Hourly Rate / Salary _____ Department _____

By _____
Name and Title Date

NOTES: _____
